

NOTICE OF CORRECTION

<u>EXAMINATION TITLE:</u>	ASSOCIATE PERSONNEL ANALYST
<u>EXAMINATION CODE:</u>	0MV09
<u>EXAMINATION BASE:</u>	PROMOTIONAL
<u>DEPARTMENT:</u>	DEPARTMENT OF MOTOR VEHICLES
<u>FINAL FILING DATE:</u>	JULY 3, 2010 AND JANUARY 3, 2011

The bulletin announcing the above named examination is amended as follows:

IMPORTANT NOTE: If you have already submitted an application for this examination, it is not necessary to re-file.

**FINAL FILING DATE: THE FINAL FILING DATE
HAS BEEN AMENDED TO
JULY 6, 2010 AND JANUARY 5, 2011**

All other information remains the same.

We regret any inconvenience this may have caused.

SELECTION AND CERTIFICATION UNIT

RIDER RELEASE DATE: June 17, 2010

STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES



CONTINUOUS TESTING
PROMOTIONAL EXAMINATION FOR

KEEP CONTINUOUS
TESTING BULLETINS
POSTED AT ALL TIMES

ASSOCIATE PERSONNEL ANALYST
MONTHLY SALARY RANGE \$4400 - \$5348

OMV09

FILING
INSTRUCTIONS

Final filing dates are July 3, 2010, and January 3, 2011. Mailed applications (STD. 678) must be postmarked no later than the final filing date. Applications delivered in person must be placed in the **Examination Drop Box** by 5:00 p.m. on the **final filing date**. Applications received after the final filing date will not be accepted for this exam administration, but will be held for the next exam administration.

TESTING PERIOD

The testing period for this classification is 12 months. After you have taken the examination, you may not test again for 12 months.

INTERVIEW DATES

It is anticipated that interviews will be held in August/September 2010 and February/March 2011.

WHO MAY APPLY

Applicants must have a permanent civil service appointment with the California Department of Motor Vehicles by the above listed final filing date in order to take this examination or qualify as a Veteran under Government Code §18991. Under certain circumstances, former Department of Motor Vehicles' employees may be allowed to compete. (See General Information on reverse side.) **Persons applying using Veterans experience must submit a copy of their DD 214 with their Standard State Application (STD. 678).**

HOW TO APPLY

For a copy of the Standard State Application (STD. 678), please visit the State Personnel Board's website at www.jobs.ca.gov

Applications must be marked "**Associate Personnel Analyst**" and submitted using one of the two options below:

By mail to: Department of Motor Vehicles Selection and Certification Unit Associate Personnel Analyst Exam P.O. Box 932315 Sacramento, CA 94232-3150	OR	In person to: Department of Motor Vehicles Human Resources Branch 2570 - 24th Street 1st Floor Lobby - Examination Drop Box Sacramento, CA 95818
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All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the application. You will be contacted about specific testing arrangements.

REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the *final filing date*.

Exception: Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

Either I

One year of experience performing the duties of a Staff Services Analyst, Range C. (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)

Or II

Experience: Either

- Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; **OR**
- Three years of progressively responsible technical experience in administrative or budget analysis, socio-economic research or some other field which has developed a broad and comprehensive knowledge of personnel management.

(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, Range C.)

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of pertinent experience and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.)

DEFINITION OF
TERMS

"Performing the duties of ..." To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment, or TAU to the class) specified.

"Duties comparable in level of responsibility to ..." For this requirement, the applicant must have State service experience of appropriate type and length in a class at substantially the same (or a higher) level of responsibility as the class specified.

See reverse side for additional information.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION DESCRIPTION	The Associate Personnel Analyst, under general direction, performs the more responsible, varied and complex technical and analytical work of the State personnel management program; advises and assists departmental managers and supervisors on personnel-related issues. May act as lead-person for other personnel staff and do other related work.
POSITION and EXAMINATION LOCATION	Positions exist in Sacramento only. Interviews will be conducted in Sacramento only.
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview, weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained in the interview.
SCOPE OF EXAMINATION	QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%
KNOWLEDGE, ABILITIES, and SKILLS	<p>A. Knowledge of:</p> <ol style="list-style-type: none">1. The laws and rules of different agencies used to complete projects and assignments2. Resources available for research and making recommendations <p>B. Ability to:</p> <ol style="list-style-type: none">1. Interpret and apply laws, rules, standards and procedures2. Act and/or work independently on projects or assignments without close supervision or detailed instructions3. Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management4. Maintain confidentiality pertaining to working relationships and office material while performing daily tasks5. Analyze data and present ideas and information effectively6. Analyze and solve difficult technical personnel issues7. Perform research in various personnel fields to complete projects and assignments8. Extract specific, relevant data and information from a larger body of material9. Exercise sound judgment when making decisions and recommendations <p>C. Skill to:</p> <ol style="list-style-type: none">1. Identify, analyze, and evaluate situations or problems2. Communicate verbally in English, being clear and concise with internal and external customers, adjusting the level and the tone to be understood by the respective audience3. Provide excellent customer service4. Prioritize and schedule projects and assignments5. Handle irate customers in a professional manner6. Multi-task to ensure timely completion of projects and assignments7. Use tact and diplomacy8. Work with various levels of customers in the course of the day9. Be flexible in adapting to changes in priorities, assignments, and other interruptions which may impact pre-established timelines for projects and assignments
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Motor Vehicles. Candidates may only be tested once in a 12-month period. This 12-month period begins from the effective date of the eligible list. Names of successful competitors are merged onto the eligible list in order of final scores. Names will remain on the list for a period of 12 months.
VETERANS PREFERENCE	Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.
CAREER CREDITS	Career Credits will not be added to the final score of this examination.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553, three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired from:
TDD Phones: 1-800-735-2929
Voice Phones: 1-800-735-2922

THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT UPON REQUEST